Christmas Party Risk Management Checklist

**Purpose**: Use this form to compare options or assess a chosen option to verify relevant risks have been identified and eliminated or controlled to as low as is reasonably practicable.

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| **Policy** | *Response* | *Notes/Action* |
| Has the organisation developed human resources policies such as harassment (including sexual), bullying, code of conduct? | Yes, No, N/A. | Click here to enter text. |
| Has the organisation developed an alcohol and other drugs policy? | Yes, No, N/A. | Click here to enter text. |
| Have these policies been recently communicated? Were all attendees included in this communication? | Yes, No, N/A. | Click here to enter text. |
| Are managers aware of their responsibility to enforce the organisation's policies at the function? Are they capable? | Yes, No, N/A. | Click here to enter text. |
| Have you considered and addressed the risks associated with inappropriate photographic, video and/or written postings on social media? | Yes, No, N/A. | Click here to enter text. |
| If entertainment will be provided, is there any likelihood that it will offend anyone (consider various groups of people)? | Yes, No, N/A. | Click here to enter text. |
| If food is provided, has allergy and religious requirements been considered? | Yes, No, N/A. | Click here to enter text. |

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| **Venue Risk** | *Response* | *Notes/Action* |
| Is the party being held offsite?  [This generally provides less legal exposure to the hosting organisation] | Yes, No, N/A. | Click here to enter text. |
| If offsite, can the venue manager provide a risk assessment for the venue? Are the controls sufficient? | Yes, No, N/A. | Click here to enter text. |
| If onsite, has a risk assessment been conducted of the location? Consider access, slips & trips, equipment, traffic etc | Yes, No, N/A. | Click here to enter text. |
| If onsite, does existing insurance (including public liability) cover a Christmas party? | Yes, No, N/A. | Click here to enter text. |
| Would a change in the weather introduce additional risk (e.g. high winds, excessive rain, fire bans)? | Yes, No, N/A. | Click here to enter text. |
| If entertainment will be provided, has consideration been given to neighbours? | Yes, No, N/A. | Click here to enter text. |
| If food is being provided onsite, has food safety requirements been arranged? | Yes, No, N/A. | Click here to enter text. |
| If held outdoors during the day, has adequate shade been provided? Will sunscreen be provided? Access to cool drinking water? | Yes, No, N/A. | Click here to enter text. |
| If electrical equipment will be taken to the venue, has it been tested and tagged as safe? | Yes, No, N/A. | Click here to enter text. |
| If onsite, has additional waste management been considered? | Yes, No, N/A. | Click here to enter text. |
| If onsite, has risk associated with set up been considered (e.g. working at height placing decorations etc)? | Yes, No, N/A. | Click here to enter text. |
| If onsite, has the event location and prohibited areas been clearly defined (e.g. no access to offices, IT rooms etc)? | Yes, No, N/A. | Click here to enter text. |
| Is additional security required for the event? | Yes, No, N/A. | Click here to enter text. |
| **Communication** | *Response* | *Notes/Action* |
| Has the organisation communicated expectations of attendees with regards to behaviour? | Yes, No, N/A. | Click here to enter text. |
| Have clear start and finish times been communicated? | Yes, No, N/A. | Click here to enter text. |
| Has the organisation communicated that celebrations before or after these times and/or at alternate venues is not endorsed by the organisation and not part of the event? | Yes, No, N/A. | Click here to enter text. |
| Has the organisation communicated the method by which an attendee can raise a complaint or issue during the event? | Yes, No, N/A. | Click here to enter text. |
| **Logistics** | *Response* | *Notes/Action* |
| Is there suitable transport options to get to the venue (e.g. public transport, parking etc) | Yes, No, N/A. | Click here to enter text. |
| Have arrangements been made to transport people home, if required (e.g. cab charge, minibus)? | Yes, No, N/A. | Click here to enter text. |
| **Alcohol** | *Response* | *Notes/Action* |
| If alcohol is being served, are their arrangements for Responsible Provision of Alcohol? | Yes, No, N/A. | Click here to enter text. |
| Is there a variety of non-alcoholic drinks available? | Yes, No, N/A. | Click here to enter text. |
| If alcohol is being served, will food also be provided? | Yes, No, N/A. | Click here to enter text. |
| If the organisation employs minors, has this been communicated to the venue? | Yes, No, N/A. | Click here to enter text. |

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| **Emergency Preparedness** | *Response* | *Notes/Action* |
| If offsite, has someone visited and assessed that there is suitable emergency response capability? E.g. Emergency exits, fire fighting equipment, a method of communicating the emergency, established assembly points. | Yes, No, N/A. | Click here to enter text. |
| Will there be a suitable number of trained first aiders and first aid kits? | Yes, No, N/A. | Click here to enter text. |
| Are managers or other people within the organisation expected to play a role in an emergency situation? Has this been communicated? | Yes, No, N/A. | Click here to enter text. |
| **Additional Notes** | | |
| Use this section to add additional notes to the assessment, allocation actions etc. | | |
| Click here to enter text. | | |